

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: 10/29/15 (4:30 PM)

STATE JOB TITLE: ADMINISTRATIVE COORD I			STATE JOB CLASS: AH10	
BAND: 05	SALARY RANGE	\$ 031805 - \$ 058848	SPECIAL INCENTIVE: NO	
LEVEL: C	SALARY RANGE	\$ 034405 - \$ 054446	SCEIS POSITION #:	61022512

DESCRIPTION OF DUTIES:

INTERVIEWS, HIRES, AND TERMINATES ALL INMATE CANTEEN EMPLOYEES. SUPERVISION OF ALL CANTEEN PERSONNEL, CIVILIAN AND INMATE. SUPERVISES SALES TRANSACTIONS THROUGH THE AUTOMATED INVENTORY SYSTEM (AIS) AND ENSURES ALL ADJUSTMENTS TO THE INVENTORY INTO AIS AND SCEIS. MAINTAINS PROCEDURE TO ENSURE PROPER REQUISITIONING, RECEIPT AND STORAGE OF ALL CANTEEN ITEMS. ENSURES THAT POLICY AND SECURITY PROCEDURES ARE FOLLOWED TO PREVENT LOSS OF CANTEEN SALES, MERCHANDISE AND EQUIPMENT. FOLLOWS ESTABLISHED PROCEDURES TO ENSURE ROTATION OF STOCK AND MAINTAIN PROPER INVENTORY LEVELS. SUPERVISES THE SANITATION OF EQUIPMENT AND MERCHANDISE TO ENSURE ACA STANDARDS ARE MAINTAINED. SUPERVISES THE DAILY REPORTING OF SALES AND RECEIPTS AND ENSURING THAT THEY ARE ACCURATE.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING